

2013-2014 SAF Contingency Proposal Form

Proposals are due by 5:00pm on Wednesday November 13th, 2013

The intent of the contingency award is to fund student-initiated activities, events, projects, and services that were not proposed during the annual budgeting cycle. Contingency requests should represent new ideas for building and sustaining community on campus. As such, these requests are to be generated by student groups, committees, and boards. Other entities of the campus community are invited to submit requests during the annual budgeting cycle.

A contingency fund shall be established by the Committee as part of its annual budget and should represent approximately 5% of the projected fee revenue. The purpose of this money is to fund proposals throughout the following fiscal year. The Chancellor or his or her designate shall review and approve all such recommendations from the Committee.

All requests must be in accordance with the Services & Activities Fee Bylaws. The SAF Bylaws appear here: <http://www.uwb.edu/studentlife/safc/safbylaws>

Hearings will occur on Friday, November 22nd, 2013 from 8:00am-12:00pm. Someone from your group must be available during that time frame to attend a brief hearing.

The SAF Liaison will be in contact with you by Friday, December 6th to schedule your hearing date. If the Committee has any questions regarding your proposal, the SAF Liaison will directly contact you via email or phone.

Contact James Anderson, 2013-2014 SAF Chair, with any questions or comments at SAFuwb@gmail.com.

SUBMITTED BY

Jace Reed
jreed@uwb.edu
Nov 13, 2013, 04:34PM PST

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[Required] Proposing Group Recreation & Wellness

(i.e. Career Center, Sustainability Club, Campus Events Board, etc.)

[Required] Department/Organization Student Life

(i.e. Student Services, CUSP, Student Life, Student Clubs & Organizations, etc.)

[Required] Contact Person Jace Reed

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Contact Email jreed@uwb.edu

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.
*Be sure to check your email regularly as the SAF Committee contacts groups via email.

[Required] Contact Phone (808) 253-8867

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.
*Remember that the contingency process is for new ideas/initiatives only, all other requests must be made during the Annual Cycle.

Board Game Library for Recreational Use – The Recreation & Wellness department would like to create a Board Game Library for students to use during their free time on campus. Currently, we are receiving an increasing amount of requests from students who would like to play board games between classes and for recreational activities. Our plan is to create a library that will grow over time full of board games for students to use at their leisure.

[Required] Need for this Program/Service

In 200 words or less, please do the following:

--Describe the need for this program or service.

--If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).

--Some students, like myself, are not as athletically inclined as others or prefer to engage in cerebral fitness compared to that of a physical nature. A readily available source of playable board games opens the opportunity of including a new sector of student involvement for those who don't engage in our sports intramural events.

[Required] Estimate number of students that will benefit from your proposed program/service

In 200 words or less, please do the following:

--Indicate what the benefits of your proposed program for students will be.

--Estimate how many currently enrolled students will likely benefit from your proposed service or program.

--Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.

--The benefits of a Board Game Library will allow a new group of students to participate in Intramurals.

--I imagine roughly 100 to 350 students weekly will benefit from a Board Game Library.

--This will allow any program on campus to use our Board Game Library for events, tournaments, and team building exercises as well as facilitation options.

Additional Information No answer submitted.

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

Salary/Wages No answer submitted.

Describe the funds you are requesting in detail below.

Please put total dollar amount of salary/wages in the bottom of this box.

Benefits No answer submitted.

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 34.0% of earnings. Benefits paid to hourly employees should be calculated at 16.5% of earnings.

Please put total dollar amount of benefits in the bottom of this box.

Programming/Events No answer submitted.

Describe the funds you are requesting in detail below.

Please put total dollar amount of programming/events in the bottom of this box.

Facilities Rentals/Set-Ups No answer submitted.

Describe the funds you are requesting in detail below.

If you require facilities rentals/set-ups, please indicate it here. Take into account custodial fees and clean up. North Creek Events Center costs \$350 and up per event.

Please put total dollar amount of facilities in the bottom of this box.

Printing & Photocopying No answer submitted.

Describe the funds you are requesting in detail below.

Please put total dollar amount of printing/photocopying in the bottom of this box.

Office Supplies No answer submitted.

Describe the funds you are requesting in detail below.

Please put total dollar amount of office supplies in the bottom of this box.

Food/Refreshments No answer submitted.

Review the food policy/food form for the University policies before asking for food. The Food Policy is below the food form in the link.

<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

Understand that food for normal meetings is not allowed. Describe below the reason you are requesting food and how it meets the food policy.

Please put total dollar amount of equipment rentals/purchase in the bottom of this box.

Equipment Rentals/Purchase

Describe the funds you are requesting in detail below.

Please put total dollar amount of equipment rentals/purchase in the bottom of this box.

\$1000-2000

Our goal is to put at least 20 board games in our library to start. Depending on the allotment of funds we are given will allow for better quality games. Some board games retail anywhere from \$20 to \$50 which are simple, easy to learn, and highly accessible. However, these games may not be entertaining to some students. There are board games that retail from \$50 to \$100 that would be more engaging and require more effort to be involved with which will provide a richer experience for players.

[Required] How do you plan to assess the program or service?

How do you plan to track the effects of this program or service?

For example, how would track how the event/program/service went? How would you track how successful it was and what you could change in the future?

If we are able to start our Board Game Library, we will advertise it as a new program and allow students to participate at their own pace. Based on how the experience is for students and popularity, we will start to host tournaments and gaming events for Intramurals.

Transportation No answer submitted.

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation).

Please put total dollar amount of transportation in the bottom of this box.

Meals and Lodging for Travel No answer submitted.

Describe the funds you are requesting in detail below.

Please put total dollar amount of meals and lodging in the bottom of this box.

Telecommunications No answer submitted.

Describe the funds you are requesting in detail below.

Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).

Please put total dollar amount of telecommunications in the bottom of this box.

Other No answer submitted.

Please include any other expenses that don't fall under any of the above categories in detail.

Please put total dollar amount of other in the bottom of this box.

[Required] Total Amount Requested Up to \$2000

Please take the time to carefully add all of your figures from above. Please note that adjustments will not be made to the total amount requested in the event of an error. Round your final total up to the nearest dollar.

[Required] Terms and Conditions I Agree

--I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentlife/safc/safbylaws>

--I understand that once submitted, adjustments cannot be made to the requested amounts listed above.

--I understand that hearings will be held between 8:00am-12:00pm on Friday, November 29th, 2013 and someone from my group will be available to attend a brief hearing scheduled during that time frame.